

## Instructions on how to complete a long-term supplier's declaration

Here, you will find instructions on how to complete our request for a long-term supplier's declaration. You will have received such a request by mail or attached to an e-mail. Please fill in the form and return the original declaration or return a color scanned copy per e-mail to [lieferantenerklaerungen@herrenknecht.de](mailto:lieferantenerklaerungen@herrenknecht.de)

Please complete the highlighted items, described as follows.

**Langzeit-Lieferantenerklärung**  
Long term suppliers' declaration  
Déclaration à long terme  
**ERKLÄRUNG/ DECLARATION/ DÉCLARATION**

Der Unterzeichner erklärt, dass die nachstehend bezeichneten Waren,  
I, the undersigned, declare that the goods described below: (1-2)  
Je soussigné déclare que les marchandises décrites ci-après: (1-2)

siehe beigefügte Liste (1-2)

die regelmäßig an die Herrenknecht AG, Schlehenweg 2 77963 Schwanau-Allmannsweier (3)

geliefert werden, Ursprungserzeugnisse der Europäischen Union / Europäische Gemeinschaft  
(genaue Länderangabe, siehe Anlage), (4)

sind und den Ursprungsregeln für den Präferenzverkehr mit (siehe Anlage)  
which are regularly supplied to ... (3) originate in ... (4) and satisfy the rules of origin governing preferential trade  
with (see attachment)... (5)  
qui font l'objet d'envois réguliers à ... (3) sont originaires de ... (4) et satisfait aux règles d'origine régissant les échanges préférentiels avec (voir  
pièce jointe) ... (5)

Er erklärt Folgendes (6):  
I declare that (6):  
Je déclare ce qui suit (6):

Kumulierung angewendet mit \_\_\_\_\_ (Name des Landes/der Länder)  
 Cumulation applied with ... (name of the country/countries)  
 Cumul appliqué avec ... (nom/ du/des pays)

**Keine** Kumulierung angewendet  
 No cumulation applied  
 Aucun cumul appliqué

Diese Erklärung gilt für alle weiteren Sendung dieser Ware im Zeitraum  
vom 01.01.2021 bis 31.12.2021 (7)  
This declaration is valid for all further shipments of these products dispatched from: \_\_\_\_\_ to \_\_\_\_\_ (7)  
La présente déclaration vaut pour tous les envois ultérieurs de ces produits effectués de: \_\_\_\_\_ à \_\_\_\_\_ (7)

Der Unterzeichner verpflichtet sich, die Herrenknecht AG umgehend zu unterrichten, wenn diese Erklärung ihre  
Gültigkeit verliert. Er verpflichtet sich, den Zollbehörden alle von ihnen zusätzlich verlangten Belege zur Verfügung  
zu stellen.  
I undertake to inform Herrenknecht AG immediately if this declaration is no longer valid. I undertake to make available to the customs authorities  
any further supporting documents they require.  
Je m'engage à informer Herrenknecht AG immédiatement si la présente déclaration n'est plus valable. Je m'engage à fournir aux autorités  
douanières toutes preuves complémentaires qu'elles jugeront nécessaires.

Schwanau, 01.01.2021 i.A. Jannik Stahl Herrenknecht AG Schlehenweg 2 77963 Schwanau  
Ort, Datum, Name und Stellung in der Firma sowie deren Name und Anschrift, Unterschrift (8-10)  
Place and date, name and position, name and address of company, signature ... (8-10)  
Lieu et date, nom et fonction, nom et adresse de l'entreprise, signature ... (8-10)

### Item (6):

Please tick appropriately either „Cumulation applied with“ or „No Cumulation applied“. Should you have applied cumulation, please state the according origin.

### Item (7)

Validity period of the declaration.

There are several options:

1. Date of issue.
2. Validity period. The period may not expand beyond twelve months before or six months after the date of issue
3. Expiration date. The maximum validity period for a long-term supplier's declaration is twenty four months. Accordingly, the expiration date may not surpass twenty-four months after the beginning of the validity period

Therefore, the following constellations are possible:

Example concerning date of issue: A declaration is passed on 15<sup>th</sup> July 2021 (date of issue: 15<sup>th</sup> July 2021)

**“This declaration is valid for all further shipments of these products dispatched from 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021”**

Example concerning the validity period: On 15<sup>th</sup> July 2021, a declaration of maximum validity is to be passed (date of issue 15<sup>th</sup> July 2021)

**“This declaration is valid for all further shipments of these products dispatched from 16<sup>th</sup> July 2021 to 15<sup>th</sup> July 2023”**

2. example concerning the validity period: On 15<sup>th</sup> July 2021, a declaration for the previous year is to be passed

**“This declaration is valid for all further shipments of these products dispatched from 16<sup>th</sup> July 2020 to 31<sup>st</sup> December 2021”**

Example concerning the expiration date: On 15<sup>th</sup> July 2021, a declaration is passed for the following year (date of issue, 15<sup>th</sup> July 2021).

**“This declaration is valid for all further shipments of these products dispatched from 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022”**

### Item (8-10)

Please also fill in the following details:

- Date and location
- Full name and function, signature
- Name and address of the company

Instructions on how to complete a long-term vendor's declaration

Please fill in page 3 as such:

Firma  
Herrenknecht AG  
Schlehenweg 2  
D-77963 SCHWANAU  
DEUTSCHLAND (EUROPEAN UNION)

Firma  
Herrenknecht AG  
Schlehenweg 2  
D-77963 SCHWANAU  
DEUTSCHLAND (EUROPEAN UNION)

Absender: Herrenknecht AG  
Empfänger: Herrenknecht AG, Unser Zeichen: 13000249/2020

Materialbezeichnung Ihre Materialnummer	Unsere Matr. Ursprungsland	Stat. Warennummer Status Ja/Nein/Neg. Bemerkung
FERTIGUNG NACH SKIZZE XXXXXX 3.	XXXXXXXX 1. DE	73089098 Status: 2. [X] [ ] [ ] [ ]
Abkommen: _BZEA,_BXC,_BUA0,_BTR0,_BTN0,_BSAD,_BRUE,_BPG0,_BMX0,_BMD0,_BMA0,_BLB0,_BKRO,_BAN G,_BBA0,_BCA0,_BCAS,_BCET,_BCI0,_BCL0,_BDZ0,_BESA,_BGE0,_BIL0,_BJO0.		

1. Please provide the exact country of origin (CE / EU not applicable).
2. Please tick the box according to the preferential origin.
3. Please check your material number/provide your material number